Fatima soleiman
Task 1 :

Dear nour

I hope this message finds you well.

I am writing to express my sincere gratitude for the invitation to [Event Name]. I am pleased to accept and look forward to attending.

To ensure I am fully prepared, could you kindly provide additional details regarding the event? Specifically, I would appreciate information about the agenda, venue, dress code, and any materials I should bring.

Thank you once again for the opportunity. I am eager to participate and contribute meaningfully to the event.

Best regards, Fatima soleiman .

Task 2

1. Thanks a lot B. I would like to express my gratitude
2. Sorry, but I can’t make it E. Unfortunately, I will be unable to attend
3. Just wanted to say C. I am writing to inform you
4. Can you send me…? D. I would appreciate it if you could send…
5. Bad news… A. I regret to inform you

Task 3:

1. Informal: I’m really sorry, but I can’t come to the meeting.
Formal: I regret to inform you that I will be unable to attend the meeting.
2. Informal: Just letting you know I got your email.
Formal: I am writing to confirm receipt of your email.
3. Informal: Can you give me a hand with the project?
Formal: I would appreciate your assistance with the project.
4. Informal: Thanks for your help.
Formal: I would like to express my sincere gratitude for your assistance.
5. Informal: I wanna talk to you about something.
Formal: I would like to discuss a matter with you at your earliest convenience.

Task 4:

This email is informal.

Key: 1. “Hi there!” – A casual greeting typically used among friends or close acquaintances.
2. “Cheers!” – An informal sign-off commonly used in friendly correspondence

1. Who are you going to invite?
Famous businesspeople, media people, and celebrities who care about helping others, like successful CEOs or public figures with a good image.
2. What to consider when setting the ticket price?
We should think about the event cost, the type of guests coming, and how much we want to raise. It should be fair but helpful for donations.
3. Who should give a speech?
A main member from Logistaid, someone who works in the field, and maybe a well-known guest to inspire people.
4. What kind of entertainment?
Something simple and classy like soft music or a short video about our work.
5. What follow-up after the event?
Send thank-you messages, post photos and updates online, and contact VIP guests again to join future events

Writing task :

Dear [dr ramy],

I hope this message finds you well.
On behalf of Logistaid, I would like to express our sincere gratitude for your presence at the Movers and Shakers Gala Dinner held on 14 October at the Hilton Grand Ballroom. Your attendance greatly contributed to the event’s success and helped raise awareness for our humanitarian efforts.

Thanks to the support of attendees like you, we successfully raised €[Amount], with 50% of the proceeds directly supporting our ongoing projects in over 50 countries. The event also received significant media coverage, further highlighting our mission to provide emergency assistance to those in need.

In recognition of your commitment to humanitarian causes, we would be honored to invite you to become an official ambassador for Logistaid. Your influence and dedication align with our organization’s values, and we believe your involvement would inspire others to support our initiatives.

Waiting your contact!
Fatima soleiman